

Minutes - Stormwater (Sub-Committee) Meeting – April 15, 2020
Bartley Building, 4 N. Lowell Rd, Windham, NH at 11 am

Present:

Dave Sullivan, and Heidi Marshall, HTA Engineers

The meeting was conducted via conference call.

Dave and Heidi reviewed the list of measures that need to be completed prior to the end of June 2020 in anticipation of a regular Stormwater Committee meeting scheduled for April 17th.

MCM – 1 – Public Outreach - He noted that Public Outreach brochures were recently mailed to residents in the area of the Town Beach on Cobbetts Pond (are with Bacteria and Phosphorous Impairments).

MCM – 3 – IDDE Plan – Heidi reviewed the types of structures that need to be mapped this year and provided guidance as to how swales are to be mapped – specifically taking two locations (one at the high end of the swale and the other at the low)

Training of employees to identify Illicit Discharges were discussed. Heidi will develop a virtual as well as field training session and conduct same in May.

Catchment Investigation Procedures – Have been completed and incorporated as an update into the IDDE Plan.

Dry Weather Screening – Heidi confirmed that Dry Weather screening needs to be completed in Year 3 however they should be started by June of this year. She will incorporate how to properly conduct the screening into her training noted above.

MCM – 4 – Construction Site Storm Water Runoff – Heidi advised that Planning needs to make a slight amendment to the current Site Plan Regulations – section 1003.4 - to rephrase the requirement for “as built” plans begin due for changes only to being due all the time for stormwater controls.

MCM – 6 – Good Housekeeping – Dave reviewed the draft BMPs for Parks and Open Space; Buildings and Facilities, Vehicle and Equipment “good housekeeping policies”.

SWPPP’s – Discussed on what facilities need to have a dedicated SWPPP were discussed. Currently the Town has developed a SWPPP for the Transfer Station as it handles and processes large quantities of waste materials. It was felt that the other facilities may not need a separate SWPPP but Heidi will review to confirm.

Amended Scope of Work – Dave requested that Heidi provide a revised Scope of Work to handle the following items – IDDE Training, Dry Weather Screening Training, and Review of SWPPP needs.

Meeting Adjourned at 11:53 A.M.

Respectfully Submitted:

David Sullivan
Town Administrator